EXERCISE 18.   COMPLETION HOME ACTIVITY: MULTI-FAMILY REHABILITATION

✎   *REVISE ACTIVITY is used for a variety of purposes including:*

- *Completing the set up of an activity;*
- *Correcting an error (not yours) in an activity;*
- *Changing the amount of funds budgeted for the activity;*
- *Updating the status of the activity;*
- *Reporting significant accomplishments;*
- *Reporting completion of an activity;*
- *Moving or copying an activity.*

✎   *We are going to report the completion of our HOME Multifamily rehabilitation activity. Revising HOME activities is very similar to setting up activities — the first five screens are almost identical to the SET UP screens.*

✎   *Navigation Note: Use <F8> to move quickly through screens that require no change, use <F9> to save and view saved changes, and use <**Enter**> to save and move quickly through screens.*

Revise Activity

1.   At the MAIN MENU, make the appropriate selection to revise an activity.

2.   There are two options to select an activity: 1) Enter the HUD Activity Number, press <**Enter**>, proceed to step 4; or 2) Using <**F2**>, select the Project under which you set up your Multifamily Rehab activity in exercise #10. Press <**Enter**> to return to the initial "REVISE ACTIVITY" screen.

3.   Press <**Enter**> again.

✎ *When you return to the "REVISE ACTIVITY" screen, you will see one of two things. If two or more activities have been set up, a list of them will be displayed. You select the activity that you want in the same manner that you selected a project. ("X" + <**Enter**>). If there is only one activity set up under that project, it will be displayed at this screen.*

✎ *Note that our Multifamily Rehab activity is now showing on the screen. IDIS automatically brings to this screen the one activity created under this project.*

4.   Proceed to the "PROCESS ACTIVITY" screen and revise the ENVIRONMENTAL ASSESSMENT CODE if necessary.

5.   Save any changes and move to the second "SET UP ACTIVITY" screen.

🖉 *This screen has a feature which allows you to enter in accomplishment data for different years on different screens. You will want to use the <F17> and <F18> keys to find the year you want to update. Consider how this function might be useful to you, especially in multi-year funded activities. Refer to exercise 24A.*

6. Find the screen for the appropriate year using the **<F17>** and **<F18 >** keys. Do not update the ACTIVITY STATUS CODE to "Completed" until you have completed the final draw and entered all data on the HOME Completion screens. Update the ACTUAL fields as well as the number of units completed. Also include an accomplishments narrative (very brief). Save these changes and move to the "Money" screen.

7. Supply the appropriate information at this screen to begin the revisions down the HOME path. Save and move on.

8. At the first HOME specific screen, select the option for completing rental housing and move to the "HOME RENTAL HOUSING COMPLETION" screen. Enter appropriate values for all questions. Note that for the questions requiring codes, the complete response appears on the screen (e.g., "none of the above" or "rehabilitation only"). Press <**Enter**> to move to the "HOME Funds" screen.

9. On this screen, put in information on how HOME funds were used. Save your work and move to the "TOTAL FUNDS" screen.

10. On this screen, put in information on other funds used in the activity. Press <**Enter**> to move to the "HOME ACTIVITY LOCATION / ADDRESS" screen.

    🖉 *If you have already reported the receipt of Program Income in IDIS, it is not necessary to include the amount in the HOME PROGRAM INCOME USED field.*

11. The address which was entered on the first SET UP ACTIVITY screen will appear here. Typically, there is only one building being rehabilitated and only one address is required. Select the appropriate address and press <**Enter**> to move to the next screen.

12. On this screen, **type** in the number for each of the five units being rehabilitated (e.g., 414A). Following the unit number, data is entered for each unit and each household. Use <**F1**> or the *KeyStroke Saver* if you don't recall the code for an entry.

13. Save your work and return to the "Money" screen.

14. If you are sure the last draw has been processed, press **<F7>** to return to the "Accomplishment" screen. Change the ACTIVITY STATUS CODE to "Completed" and press **<F9>** to save the information. Note that the COMPLETION DATE field is now green. Enter the date in the COMPLETION DATE field, press **<F9>** to save the information.

15. Return to the MAIN MENU.

✎ *If the estimated funds have been increased, you will have to go to* ACTIVITY FUNDING *in order to fund the revised estimated amount. If you want to decrease the estimated funds, you must first decrease the funded amount in* ACTIVITY FUNDING *and then decrease the estimated amount on the "Money" screen.*